

**Management Plan
for Implementation of the
Milfoil and Other Exotic Aquatic Plants
Prevention Grant Program
Under RSA 487:27**

2008-2009

**New Hampshire Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
603-271-2963
www.des.nh.gov**

**in consultation with
New Hampshire Department of Safety**

Management Plan for Implementation of the Milfoil and Other Exotic Aquatic Plant Prevention Grant Program

2008-2009

I. Introduction

New Hampshire's Exotic Aquatic Species Program was improved during the 2002 legislative session by passage of House Bill 592. This legislation created the Milfoil and Other Exotic Aquatic Plants Prevention Grant Program (RSA 487:26-29; copy attached) funded by an additional boat registration fee of \$3 per boat. RSA 487:26 specifies that up to two-thirds of the monies distributed shall be for milfoil prevention activities.

This management plan fulfills the requirement of RSA 487:27 that the Department of Environmental Services (DES), in consultation with the Department of Safety, develop a management plan to implement the prevention grants of the Milfoil and Other Exotic Aquatic Plant Prevention Grant Program. Consistent with the requirements of RSA 487, this plan includes the following:

- (a) Eligibility determination criteria and procedures
- (b) Application requirements and procedures
- (c) Project selection and prioritization requirements and procedures
- (d) Stewardship requirements and procedures, including annual reporting to the department by the grantee.

The Milfoil and Other Exotic Aquatic Plant Prevention Program will be implemented as a collaborative effort between the Department of Environmental Services and Department of Safety.

II. Eligible Applicants

Under RSA 487:29, eligible applicants include:

- (a) Publicly-supported nonprofit corporations exempt from federal income taxation under Section 501(c) of the Internal Revenue Code.
- (b) Municipalities or other political subdivisions of the state.
- (c) Institutions of higher learning.
- (d) State agencies

To apply for grant monies, eligible applicants must complete a Prevention Grant Application Form provided by DES and submit other information as specified in this Management Plan. Selection will be based on responsiveness to these requirements and the application evaluation criteria as outlined in Section IX below. Costs are requested in the application to facilitate processing and ensure that the proposed level of effort for each application, and the cumulative grants awarded, are consistent with the available grant monies.

Applicants are encouraged to contact the Exotic Species Program Coordinator at 603-271-2248 or asmagula@des.state.nh.us to discuss project proposals before completing the application.

To learn more about other program activities associated with the Exotic Species Program, visit the Exotic Species Program web pages at www.des.nh.gov/wmb/exoticspecies/.

III. Eligible Projects

Prevention Grants may be awarded for any project to prevent the spread of milfoil and other exotic aquatic plants to new waterbodies or to prevent the spread of exotics to new, previously non-infested areas in an already infested waterbody. Examples include but are not limited to projects for boat inspections and boater education at lake access sites, education and outreach projects to increase knowledge and vigilance in prevention by the recreating public, and other projects or programs to actively prevent the spread of exotic aquatic plants.

IV. Program Requirements

Grantees will enter into a contract with the State of New Hampshire, administered by DES. State contracting rules and procedures will be followed, including use of standard state contract forms and conditions and approval of contracts. The minimum requirements for this grant program include:

- Applicants must demonstrate eligibility based on the requirements in RSA 487:28, I as described in Section II, above.
- Under RSA 487:28, II, applicants must provide a minimum level of matching resources equal to 50% of the proposed program budget. Qualifying matching funds may include, but are not limited to, municipal appropriations, private donations including those from nongovernmental organizations, federal funds, and the value of goods and services directly related to the project that are provided by the applicant. If goods, equipment, or nonprofessional services are to be procured by contract, applicants should conduct a competitive bid process for contractor selection. Professional services may be procured by qualifications-based selection. For volunteer labor and equipment, match valuation criteria include:
 - a. Volunteer labor can be included at a rate of \$19.51 per hour, other reasonable rate as documented by the applicant, or at the current professional rate for services provided.
 - b. Donated professional services may be valued at a documented professional rate.
 - c. Donated equipment may be valued at market leasing rates.

All activities and materials submitted for match must be exclusively related to the goals of the stated project, and to stated project outcomes, with items or materials not deemed appropriate to the goals of the project subject to non-payment (please consult with DES if a portion of your match is questionable as to whether it directly pertains to your project)

DES and DOS may exempt institutions of higher learning from the required match.

- Grantees must submit an annual progress report and a final project report to enable DES to report to the legislature and the Governor and Council in accordance with the

requirements of RSA 487:29. Copies of these progress reports must also be submitted to the Department of Safety.

V. Application Procedures

All applicants for grants must submit a completed Prevention Grant Application Form provided by DES, a project narrative, and a project budget that concisely describes the financial scope of the project.

One original application and four complete photocopies, as well as a CD with the electronic format, must be received by DES by 4pm on Friday November 28, 2008.

Please send or deliver the application package to:

New Hampshire Department of Environmental Services
Attention: Amy P. Smagula
Exotic Species Program
29 Hazen Drive, PO Box 95, Concord, NH 03301-0095
asmagula@des.nh.gov

VI. Project Narrative Requirements

In addition to completing the application form, all proposals must include a project narrative that includes the following basic elements:

- A. Introduction
- B. Project purpose and goals: A description of what the project will accomplish with respect to exotic aquatic plant prevention activities. Goals should be clear and outcomes measurable.
- C. Project Narrative: Provide a description of what the project will do, who will do it, and how it will be implemented, in one or two pages. Include a description of where the work will take place, the target exotic aquatic plant species, and/or the target audience for outreach efforts, as applicable.
- D. Project Team: Describe major project team members including the project manager and other key personnel. Provide the background and experience of the project team as appropriate.
- E. Project Tasks: Describe each major task including what will be accomplished, who is responsible and the completion timeframes.
- F. Project budget as described in Section VII below.
- G. Local Support and Partners: Provide support documentation from any applicable groups, including but not limited to nearby landowners, watershed groups, public water suppliers, municipalities, water users, and other organizations with an interest in milfoil and other exotic aquatic plant prevention. Written permission is required from any landowner on whose property the project may take place.

VII. Project Budget

Applications should include a detailed budget using the budget form included in the application package, and must show both the costs to be paid directly by the grant and matching contributions as described above in Section IV. In addition, applicants must indicate the following:

- a. If an advance disbursement is needed to begin the project please notify the Exotic Species Program Coordinator. You must also account for this advance payment in the budget.
- b. Amount of initial disbursement required.
- c. Estimated frequency of disbursement billing (i.e., monthly, bi-weekly or other, including a projected budget that shows dollar value to be request and services to be rendered for that value for each expenditure).

VIII. Stewardship Requirements

All grant recipients must provide DES with a report by October 31 following the summer for which the grant was awarded. The report must include as a minimum, detailed descriptions of project activities, itemized accounts for the funds spent, and a summary of all outputs and results from project activities. DES will provide a copy of this report to the Department of Safety.

IX. Application Evaluation Criteria

An Exotic Aquatic Species Grant Review Committee will review and evaluate all proposals. The committee will include at least a designee of the Commissioner of the Department of Environmental Services, a designee from the Commissioner of the Department of Safety, and a designee from the Lakes Management Advisory Committee. Other state agency staff may also be involved in these reviews.

The evaluation criteria are described below:

Prevention Grant Application Evaluation Criteria

Criteria	Weight	Score Range
Project Approach	50%	0-5
Management Approach	15 %	0-5
Community Benefit/Partnership	25%	0-5 (1 point for each partner in addition to applicant, for a total of 5 points)
Creativity	10%	0-5

Project Approach: Through the project narrative as described above in Section VI, the applicant should clearly state the goals of the project and how the goals will be achieved.

Management Approach: The applicant must demonstrate the capability to effectively manage the project to successful completion and project funding through a capable project team.

Community Benefit/Partnership: Does the project have the support of local partners, including towns, municipalities, abutters, or lake and watershed residents? Letters of support should be attached to the application.

Creativity: Is the project creative or innovative in ways that are likely to result in advances or improvements that are transferable across the state?

Upon review of all responsive applications based on the above criteria and considering the available funding, the Evaluation Committee will make recommendations to the Commissioners of the Department of Environmental Services and Department of Safety for their consideration. In accordance with RSA 487:26, grants shall be awarded and program moneys distributed upon approval of the Commissioners of Department of Environmental Services and Department of Safety. All grants are also subject to approval by the Governor and Executive Council prior to grant award.

Grant selections will be announced by February 2, 2009.

Attachment A

Statutes applicable to the Milfoil and Other Exotic Aquatic Plant Prevention Grant Program

Section 487:26

[RSA 487:26 effective January 1, 2004.]

487:26 Grant Program Established. –

There is hereby established a grant program to be administered by the department of environmental services for the allocation of money to state agencies, non-profit organizations, and municipalities or political subdivisions of the state which seek to administer a milfoil and other exotic aquatic plants prevention program, and to institutions of higher learning which seek to conduct research on milfoil and other exotic aquatic plants remediation techniques. The grant program shall be funded by the portion of the lake restoration and preservation fund, established in RSA 487:25, and allocated to the milfoil and other exotic aquatic plants prevention program. Up to 2/3 of the moneys distributed from the fund to the milfoil and other exotic aquatic plants prevention program shall be allocated for the purposes of milfoil and other exotic aquatic plants prevention and the remainder shall be allocated to milfoil and other exotic aquatic plants remediation research. Of the moneys in the milfoil and other exotic aquatic plants prevention program, the moneys allocated specifically for the purposes of the milfoil and other exotic aquatic plants prevention shall be distributed upon approval of the commissioner of the department of environmental services and the commissioner of safety. Of the moneys in the milfoil and other exotic aquatic plants prevention program, the moneys allocated specifically for the purposes of milfoil and other exotic aquatic plants remediation research shall be distributed upon approval of the commissioner of the department of environmental services.

Source. 2002, 201:3, eff. Jan. 1, 2004.

Section 487:27

[RSA 487:27 added by 2002, 201:3, effective January 1, 2004.]

487:27 Management Plan. –

The commissioner of the department of environmental services, or designee, in consultation with the commissioner of safety, or designee, shall establish a management plan to implement the grant program. The management plan shall include, but not be limited to:

- I. Eligibility determination criteria and procedures.
- II. Application requirements and procedures.
- III. Project selection and prioritization requirements and procedures.
- IV. Stewardship requirements and procedures, including annual reporting to the department by the grantee.

Source. 2002, 201:3, eff. Jan. 1, 2004.

Section 487:28

[RSA 487:28 effective January 1, 2004.]

487:28 Eligible Applicants; Matching Funds. –

I. The department of environmental services shall distribute funds for projects to further the purposes of this program only to eligible applicants. Eligible applicants shall include:

(a) Publicly-supported nonprofit corporations exempt from federal income taxation under Section 501(c) of the Internal Revenue Code.

(b) Municipalities or other political subdivisions of the state.

(c) Institutions of higher learning.

(d) State agencies.

II. All eligible applicants shall provide a minimum level of matching resources equal to 50 percent of the proposed program budget. The department may exempt institutions of higher learning from the required match. The cost-sharing match may be met through the use of in-kind services. Qualifying matching funds from the applicant may include, but are not limited to, municipal appropriations, private donations, federal funds, and the value of goods and services provided by the applicant.

Source. 2002, 201:3, eff. Jan. 1, 2004.

Section 487:29

[RSA 487:29 added by 2002, 201:3, effective January 1, 2004.]

487:29 Milfoil and Other Exotic Aquatic Plants Prevention; Grant Fund Report and Budget. –

The department of environmental services shall submit an annual report, beginning on January 1, 2004, to the speaker of the house, president of the senate, and the governor and council which shall include, but not be limited to, a description of prevention and research projects funded by the milfoil and other exotic aquatic plants prevention program and the extent of aid to municipalities or subdivisions of the state, non-profit corporations, and research institutions.

Source. 2002, 201:3, eff. Jan. 1, 2004.